

N/A

FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 8/87)

DEPARTMENT: BOARD OR COMMISSION	BILLING CODE
CALIFORNIA DEPARTMENT OF CORRECTIONS	17000
DIVISION, BUREAU OR OTHER UNIT	CUBIC FEET (Total Schedule)
INSTITUTIONS	1625
ADDRESS	

Submit three copies with three copies of
the Records Retention Schedule, STD. 73.

1515 S STREET	SACRAMENTO
SCHEDULE NUMBER 1029	PAGE NUMBER(S) 1-5
SCHEDULE DATE 3/18/92	
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:	
SCHEDULE NUMBER	PAGE NUMBER(S)
APPROVAL NUMBER	APPROVAL DATE

TO: (1) DEPARTMENT OF GENERAL SERVICES
OFFICE OF RECORDS MANAGEMENT

(2) CHIEF, STATE ARCHIVES
1020 "O" Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293

- ☐ Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- ☐ Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion.
(The original approval number will remain in effect.)

PART I — AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE—MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>[Signature]</i>	TITLE <i>Manager</i>	DATE 3-17-92
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR

TITLE RECORDS MANAGEMENT COORDINATOR <i>[Signature]</i>	DATE 3/18/92	TELEPHONE 3-4095
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PART II — DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 16 of STD. Form 73. Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE <i>[Signature]</i>	APPROVAL NUMBER 92-040
TITLE <i>[Signature]</i>	DATE 3/20/92

PART III — ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives.

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614.)

CALIFORNIA
STATE ARCHIVES

SIGNATURE—CHIEF OF ARCHIVES

DATE MAR. 27 1992

[Signature]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1029	DATE (3) 03/18/92
ORGANIZATIONAL UNIT INSTITUTIONS		PAGE 1	OF 5 PAGES
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS INC-0075	 0		INSTITUTIONS INCIDENT REPORTS: INFORMATION COPY CDC 837 INCLUDES INFORMATION COPIES OF INMATE INCIDENT REPORTS OCCURRING AT THE INSTITUTIONS, REQUIRING NO ACTION. *NOTE: SEE "INCIDENT REPORTS: ACTION" OR "INVESTIGATION FILE: INMATE" IF FURTHER INFORMATION IS NEEDED.	P	N	A	0	0	A	X	CUSTODIAN: INSTITUTION SERVICES UNIT MAINTAINED BY ID WARRANTS MANDATED BY: DOM 51030 RETAIN AS ACTIVE UNTIL INFORMATIONAL REVIEW HAS BEEN COMPLETED, THEN DESTROY. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. DESTRUCTION: CONFIDENTIAL SHRED

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1029	DATE (3) 03/18/92
ORGANIZATIONAL UNIT INSTITUTIONS		PAGE 2 OF	PAGES 5 OF 14
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 2 CUS-0100	0	Hold / Noisy Archives	INSTITUTIONS ISOLATION/SEGREGATION LOGBOOKS INCLUDES INSTITUTION LOGBOOKS RELATING TO INMATE ISOLATION/SEGREGATION ACTIVITIES.	P	Y	3Y	4Y	0	7Y	X	CUSTODIAN: INSTITUTION CUSTODY MANDATED BY: ADMIN.POLICY RETAIN SEVEN YEARS (THREE YEARS IN THE OFFICE, FOUR YEARS IN THE LOCAL ARCHIVES). EXEMPT FROM PUBLIC REVIEW PER PRA 6254. DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1029	DATE (3) 03/18/92
ORGANIZATIONAL UNIT INSTITUTIONS		PAGE 3	OF 5 PAGES (4)
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 3 POL-0050	0	Hold / Monthly August 1992	INSTITUTIONS POLICY AND PROCEDURES, INSTITUTION INCLUDES INSTITUTIONS ORIGINAL POLICY DOCUMENTATION AND OPERATIONS PROCEDURES AND MANUALS.	P	N	A+3Y	4Y	4Y	A+7Y		CUSTODIAN: INSTITUTION SERVICES UNIT MAINTAINED BY INSTITUTION ADMINISTRATION MANDATED BY: ADMIN.POLICY RETAIN AS ACTIVE UNTIL SUPERSEDED, THEN RETAIN SEVEN YEARS (THREE YEARS IN THE OFFICE, FOUR YEARS IN THE LOCAL ARCHIVES OR STATE RECORDS CENTER). DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1029	DATE (3) 03/18/92
ORGANIZATIONAL UNIT INSTITUTIONS		PAGE 4 OF 5	PAGE 15 41
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 4 CUS-0115	0	Index / Locating	INSTITUTIONS REGISTER OF INSTITUTION VIOLATIONS THE REGISTER OF INSTITUTION VIOLATIONS INCLUDES COPIES OF EACH RULE VIOLATION (CDC 115) ADJUDICATED OR DISMISSED.	P	Y	3Y	2Y	2Y	5Y	X	CUSTODIAN: CUSTODY MANDATED BY: PENAL CODE SECTION 2081, ADMINISTRATIVE BULLETIN 88/44 RETAIN THE INSTITUTION REGISTER IN A BINDER IN CHRONOLOGICAL, LOG NUMBER ORDER. RETAIN FIVE YEARS (THREE YEARS IN THE OFFICE, TWO YEARS IN THE LOCAL ARCHIVES), THEN FORWARD TO THE STATE ARCHIVES. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1029	DATE (3) 03/18/92
ORGANIZATIONAL UNIT INSTITUTIONS		PAGE 5	OF 5 PAGES
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple-space between items) (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 5 CUS-0120	 0		INSTITUTIONS RULES VIOLATION, REPORT OF CDC 115 REPORT OF RULES VIOLATION (CDC 115) IS PREPARED FOR EACH VIOLATION LISTED IN THE REGISTER OF INSTITUTION VIOLATION.	P	N	3Y	2Y	0	5Y	X	CUSTODIAN: CUSTODY MAINTAINED BY CASE RECORDS OFFICES MANDATED BY: PENAL CODE SECTION 2081, ADMINISTRATIVE BULLETIN 88/44 ORIGINATING OFFICE COPY (NOT INMATE CENTRAL FILE): RETAIN FIVE YEARS (THREE YEARS IN THE OFFICE, TWO YEARS IN THE LOCAL ARCHIVES). INMATE CENTRAL FILE COPY: RETAIN UNTIL THE INACTIVE INMATE CENTRAL FILE IS MICROFICHED, THEN DESTROY THE PAPER. *NOTE: WHEN THE INMATE IS FOUND NOT GUILTY, ONLY TWO COPIES MUST EXIST: (1) REGISTER OF INSTITUTION VIOLATIONS AND (2) INMATE. *ALL OTHER COPIES/SUPPLEMENTAL REPORTS MUST BE DESTROYED.* EXEMPT FROM PUBLIC REVIEW PER PRA 6254. DESTRUCTION: CONFIDENTIAL SHRED